

Pre-Application Conference Brochure

Citizen Involvement With Land Use Pre-Application Conferences

Declaration:
I have read this brochure and agree to conduct myself according to the procedures listed, particularly observing the stated goal of productive and constructive discussion.

Print name _____

Signature _____

Date _____

Address _____

E-Mail Address _____

Please return signed form to the City of West Linn prior to attending a pre-application conference:
City of West Linn
Planning Department
27500 Salinas Road SE 2000
West Linn, OR 97146

What is a land use pre-application conference?
Pre-application conferences (also called "pre-apps") are required by the Community Development Code (CDC) before someone is allowed to apply for a land use permit. Land use permits are required for any type of development project, such as a subdivision or new commercial center.

At pre-apps, prospective applicants meet with city staff to find out if their development proposal has any chance of being approved. Prospective applicants ask questions to find out what kind of conditions of approval to expect: "Will I have to install streets?" or "Do I need to install a new water line?" Staff answers these types of questions based on the CDC and professional experience. Ultimately, pre-apps are a screening process. They can take an average design and make it better. Or, about 25 percent of all pre-app proposals end at the pre-app level. Commonly they allow city staff to examine a poor design and make it clear that staff and/or local citizens will not support it.

Why citizen involvement in the pre-app conference?
The involvement of citizens who live within the neighborhood boundaries of the proposed development application is important. Citizens can introduce the applicant and city staff to issues and design possibilities that they may not be aware of. It also improves transparency in the land use process. To encourage participation, the City of West Linn requires that prospective citizen pre-app attendees read this brochure and sign the declaration form to become a neighborhood citizen pre-app representative.

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Pre-apps take an average design and make it better. Conversely, they allow us to examine a poor design and make it clear that the City staff and/or local citizens will not support it.

Positive and constructive discussion is the goal of a pre-application conference.
Confrontational language or hostile behavior is not tolerated at pre-application conferences.
Your participation as a neighborhood representative is welcomed and appreciated.

West Linn

This brochure needs to be read and signed with others at the pre-application conference.

City of West Linn
Planning Department
27500 Salinas Road SE 2000
West Linn, OR 97146

You can be involved in the land use planning process - please download a copy of the brochure, [Pre-Application Conference: Citizen Involvement](#). This brochure was mailed to all West Linn residents in the October utility bill mailing.

What is a pre-application conference?

Pre application conferences (also called "pre-apps") are required by the Community Development Code (CDC) before someone is allowed to apply for a land use permit (e.g. two or three lot minor partitions, subdivisions, design review, etc.).

At pre-apps, prospective applicants meet with city staff to find out if their development proposal has any chance of success. They want to know what kind of conditions of approval to expect. "Will I have to install streets or a new water line; Staff offers a "best guess", based on the CDC and experience, as to how the proposal will be considered and what improvements might be required if it is approved.

Ultimately, pre-apps are a screening process: they can take an average design and make it better. Conversely, they allow us to examine a poor design and make it clear that the City staff and/or local citizens will not support it. Thus, only 60-75 percent of pre-apps proceed to an actual land use application.

Why citizen involvement?

The involvement of citizens who live within the neighborhood boundaries of the proposed development application is important. Citizens can introduce the applicant and city staff to issues and design possibilities that they may not be aware of. It also improves transparency in the land use process. To encourage participation, the City of West Linn only requires that prospective citizen pre-app attendees read this brochure and sign the declaration at the bottom to become a neighborhood citizen pre-app representative.

How do I get involved?

Your neighborhood association president will receive the list of scheduled pre-apps or you may view them on the Planning Department's page of the city's website at westlinnoregon.gov.

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Published on City of West Linn Oregon Official Website (<http://westlinnoregon.gov>)

Contact your neighborhood president to let them know you wish to represent your association regarding a specific development proposal within your neighborhood association boundary. You will need to work it out between yourself and your neighborhood association as to who will attend. If you have been designated by your neighborhood association as the representative for a specific pre-app, please contact Wendy Seley at 503-656-4211 or at wseley@westlinnoregon.gov and she will do her best to get the pre-app materials to you before the pre-app or you may get them from the city website <http://westlinnoregon.gov/planning/pre-application-conferences>.

Pre-apps for projects outside your neighborhood association boundary are the responsibility of those other neighborhoods. Check with the other neighborhood association and if they do not plan to attend you may attend in their place. Please note that if a proposed project in another neighborhood is within 500 feet of your neighborhood boundary then you are welcome to attend the pre-app meeting as well.

Since all land use applications are decided by the decision making body (e.g. the Planning Commission) based on the approval criteria of the Community Development Code (CDC), you may want to familiarize yourself with the applicable CDC section.

For example, a subdivision is reviewed within the context of CDC Chapter 85.

The CDC is available at the City's website.

How many citizens may attend a specific pre-app?

No more than two citizens are permitted to attend any given pre-app. The reason we limit the number of citizens is due to limited seating and to avoid these pre-apps from becoming de facto hearings which could stifle the free exchange of information.

What happens at a pre-application conference?

1. Pre-application conferences are held at City Hall on the first and third Thursdays of each month, generally between 8AM to noon. Developer/applicants pay a fee of 350 or 1,000 dollars depending on the type of application that is proposed. The average pre-app lasts one hour.
 2. We start off by having everyone introduce him or herself. The applicant usually has one or more engineering and planning consultants in attendance. These consultants will be responsible for preparing the application.
- City staff typically includes planners and engineers. If it's a large commercial, public or office building, the Building Official may also attend. Sites that are heavily forested may require the presence of the City Arborist.
3. We then ask the applicant to explain their proposal. The applicant also identifies issues and questions that he/she needs answered. The applicant usually provides drawings and maps ahead of time so that staff can familiarize themselves with the proposal. In most cases, staff will have visited the site to get a better idea of the site constraints and opportunities. We would encourage neighborhood representatives to do the same but you need to avoid trespassing on private property. Often, photographs of the site are available.
 4. The City departments then take turns commenting on the proposal. Engineering usually discusses utilities (water, fire hydrants, sanitary sewer and storm drainage), availability of service, need for street improvements, road alignments and the need for additional right of way, traffic studies, etc.
 5. Planning discusses architecture, site layout, site design and resource protection and other zoning requirements. Staff may also recommend a different layout to better agree with the CDC.
 6. Planning also explains the CDC submittal requirements and approval criteria. How long the process will take? Is it a Planning Director or Planning Commission decision? How much will the application cost?
 7. The applicant is free to ask questions throughout the pre-app.
 8. Towards the end of the pre-app, the neighborhood representative may ask questions or comment upon the proposal. Ideally, the citizen will have discussed the pre-app with other members of his/her neighborhood

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association so he/she can pass along the views or concerns of the neighborhood. This can have positive benefits since the applicant/developer is more agreeable at this early stage to consider changes and new designs since he/she has not invested in a lot of expensive architectural designs and reports.

Because neighborhood representatives may not have had time to study all aspects of the plan or may not know all the neighborhoods' concerns, there is nothing wrong with simply taking notes and listening in on the staff-applicant/developer dialogue. Both staff and the developer applicant know that just because one of the parties in the room may listen patiently to their proposal it should not be construed to imply any kind of support of, or agreement with, all aspects of their proposal, particularly if the information provided by the applicant is limited.

Most importantly, positive and constructive discussion is the goal. The adage that it is easier to attract bees with honey rather than vinegar is still true. With that in mind, confrontational language or hostile behavior will not be tolerated and will jeopardize future participation in the program.

9. After the pre-app, Staff prepares a written summary of the pre-application conference. This summary is mailed to all attendees and posted on the City's web site. The neighborhood representative has an obligation to share the information with the neighborhood association.

Your participation as a neighborhood representative is welcomed and appreciated.

Please download the attached brochure to sign the citizen involvement declaration.

Supporting Documents



[Download a brochure](#)

- [Planning](#)
- [Just for Business Owners](#)
- [Just for Residents](#)
- [Reports, Presentations, and Key Documents](#)

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